



CITY•OF•BOUNTIFUL

NOTICE OF JOB OPENING PARKS DIRECTOR

Posting Date: January 08, 2014
Department: Parks
Reports to: Public Works Director/City Engineer
Salary Range: Grade 18 (Salary Range \$24.83 - \$38.09 per hour)
Position Type: Full-Time
How to Apply: Applications available at bountifulutah.gov
Send to: Human Resources, 790 South 100 East,
Bountiful, Utah 84010 Email: jobs@bountifulutah.gov
Posting Deadline: 6:00 P.M., January 30, 2014

Overview:

Under the supervision of the Public Works Director, oversees the operations of the Parks Department, City Cemetery, City Building Maintenance and the City owned golf course. This Department Head is a member of the City management team.

Tasks:

Manages the day to day operations of the Parks Department including sports fields, playground equipment, pavilions, restrooms, tennis courts and landscaping of city owned property. Coordinates department involvement in City and community events including annual Handcart Days parade and carnival, Summerfest, Rotary Club car show and public events along Main Street corridor. Coordinates and participates in snow removal at all city owned buildings and several miles of sidewalks. Is the City contact with all local recreation and sports groups including high school tennis, little league baseball, bonnet ball, pickleball, etc. Has direct control of establishing and obtaining approval of operating budgets for the parks, golf course and city building departments.

Provides general supervision for the City Cemetery personnel and directly oversees the City Parks Department and Building Maintenance staff.

Provides direct oversight of Bountiful Ridge Golf Course operations. While not overseeing every day to day activity at the golf course, this position gives general direction for course maintenance and clubhouse operations.

Knowledge, Skills and Other Characteristics:

Knowledge of:

- Green house operations.
- Golf course maintenance.
- Parks and playground equipment.
- General landscaping and irrigation.

Ability to:

- Work with the general public coordinating use of city parks and facilities.
- Communicate with public officials.
- Make presentations in city and public meetings.
- Establish and follow department budgets.
- Work with and coordinate with various groups that use public facilities.
- Work under pressure and multi-task.

Qualifications:

Required:

- High school diploma with ten (10) years of progressively responsible experience in parks maintenance or golf course management, five (5) years in a managerial position.
- A four-year college degree in leisure services, agronomy, or a related field may be substituted for equivalent non-managerial experience.
- A valid Utah driver's license.
- Proficiency with basic computer, word processing and spreadsheet skills.

Preferred:

- Direct experience managing golf course operations.
- Commercial driver's license.